

11 December 1980

Classification Review Procedure

CRP 80-17

Rescinds: CRP 80-1

Handling Documents with Attachments Missing

A document that lists attachments or enclosures, but has none attached - or has an incomplete set attached - should be reviewed on the basis of the contents and enclosures actually at hand. Frequently this type of document is of a transmittal nature, and without its enclosures could be downgraded or declassified. To avoid confusion over the classification review action of the document without attachments and the complete document which may exist in a different records group and receive a different classification, reviewers will add "W/O ATT" in the Document Number field (Form 4023A) for numbered documents whose listed attachments are missing. If the document has no number, add "W/O ATT" to the Document Title field, shortening the title if necessary in order to accommodate the "W/O ATT" in the last seven spaces on the 4023A form. For those reviewers who do not use the Form 4023A, "W/O ATT" should be written in the appropriate place on the document for the benefit of the data transcriber.

Chief, Classification Review Division

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